



Medication Policy

Introduction

Sacred Heart College is committed to promoting the wellbeing of all students. Many students attending the College require medication to help maintain their wellbeing. Students are not to be in possession of any medication at school, except their own asthma inhalers, insulin pumps and/ or EpiPens.

Purpose

The purpose of this medication policy is:

- To encourage continued student attendance at school
- To encourage student responsibility in regard to taking their medication
- To promote harm minimization and student safety
- To keep parent/guardians informed if their child is not taking/frequently taking medication
- To administer necessary medication in a competent and timely manner
- To provide accurate documentation of medication administered to any student at school

Policy Coverage

This policy is intended for all Staff, Students and Parents/Guardians/Carers within the Sacred Heart College, Kyneton community.

Policy Statement

Medication Administration

The Health Centre Coordinator and First Aid Officers are responsible for the administration and documentation record log of medications whilst at school. While a student is on a camp or excursion it is the responsibility of the teacher in charge.

The following medications are permitted to be administered at the College after an assessment has been conducted by the Health Centre Coordinator or a First Aid Officer.

- Strepisils
- Zyrtec (antihistamine for emergencies only)
- Ventolin
- EpiPen's
- Glucagon
- Student's own prescribed medications in their original bottle or container clearly labelled with the student's name, dosage and expiry date. A Medical Authority Form is to accompany any student's medications.

The student's allergies and medication expiry date will be checked prior to administration.

Parents/guardians will be contacted to obtain verbal permission for the administration of emergency Zyrtec. Action Plans for Anaphylaxis, Allergies, Asthma and Diabetes will be followed and medication/s given as per the plan.

A Medical Authority Form needs to be completed for prescription medication by both the parents/guardians/carers and a medical/health practitioner. Parents/guardians/carers can complete the form for non-prescription medications, for short term use e.g. paracetamol for menstrual cramping. Medical Authority Forms can be found:

- PAM/Knowledge Banks/Documentation for Families
- Simon Everywhere/Documentation for Families
- College's website under Our College/Policies and Forms.

Medications to treat diabetes, asthma or anaphylaxis do not need to be accompanied by a Medication Authority Form. Students requiring medications to treat diabetes and asthma should be able to competently self-administer their medication.

Students are not to take their first dose of a new medication at school in case of an allergic reaction. This should be done under the supervision of the family or health practitioner.

Under no circumstances should a student share his/her medication with another student.

Documentation

Once a prescribed medication has been administered, the medication administered will be recorded through a "sick pass" on SIMON. Parents/guardians/carers will receive a notification via PAM of the medication, dose and time that it was administered. Once the prescribed medication has ceased, the Medical Authority Form will be stored on the student's file.

Storage

All medications are to be kept in a locked cabinet in the First Aid room. Students' own medications are stored in the locked cabinet, clearly labelled along with the students Medical Authority Form.

Diabetic Insulin and Glucagon are stored in the lockable medication fridge in the First Aid room.

Student's own EpiPens and the College General Use EpiPens are stored in individual insulation pouches, and are located in an easily accessible cupboard in General Reception. General Use EpiPens are also kept in the Cafeteria (Atrium), Library, Hospitality (Frayne) and in all Yard Duty Bags. Students are to also have an EpiPen in their school bag at all times to cover their bus travel to and from school.

Ventolin kits are located in 28 locations across the College.

Ventolin, paracetamol, Zyrtec and Strepsils are available in every first aid kit which leaves the College.

College medications and student's own medications expiry dates are checked regularly.

Administration of medications whilst on camp/excursions

Whilst on camps and excursions all medication must be handed to the Homeroom teacher or group leader the morning of the camp, the only exception to this being Ventolin, Insulin and EpiPens. These should be kept by the student and carried in their own bag. The student's EpiPen stored in General Reception will be signed out to accompany them on a camp/excursion and they will also need to be carrying one in their own bag as a 'backup' (Please refer to the Anaphylaxis Policy for further information)

All prescription and non-prescription medications are required to be handed to the student's Homeroom teacher or group leader on the morning of the camp/excursion and must be accompanied by the completed Medical Authority Form. The Medical Authority Form can be found:

- PAM/Knowledge Banks/Documentation for Families
- Simon Everywhere/Documentation for Families
- College's website under Our College/Policies and Forms.

The teacher/teachers administering the medication will complete the administration log once the medication/s has been administered. The administration log will be filed on the student's file at the completion of camp.

Medication error

If a medication error has occurred or a student has taken medicine incorrectly while at school the student will be monitored closely

1. The **Poisons Information Line, 13 11 26** may be contacted and details of the incident will be given.
2. Advice from the Poisons Information line will be acted upon immediately, such as calling an ambulance etc.
3. The parent/guardians or the emergency contact person will be notified of the error and advised accordingly.
4. An incident form will be completed and reviewed by the Principal.
5. The College's medication management procedures will be reviewed.

Related Documents

- Medication Authority Form
- Administration of Medication Policy for Melbourne Catholic Archdiocese Schools Ltd (MACS)

Version	Comments	Date Released	Next Review	Author	Approved
1		Apr 2020	Apr 2022	HCC	DP Wellbeing
2		Apr 2022	Jun 2024	HCC	DP Wellbeing
3	Changes made to reflect use of SIMON Everywhere as access to PAM	Aug 2024	Aug 2026	HCC	Principal